

MINNESOTA DISTRICT COURT			
3 rd JUDICIAL DISTRICT			
OFFICIAL COURT REPORTER			
<u>LOCATION</u> 3 rd Judicial District Winona County Courthouse Winona, MN	<u>CLASS</u> Official Stenographic or Electronic Court Reporter Union-Teamsters	<u>HOURS OF WORK</u> Full-time 40 hrs/wk M-F 8-4:30	<u>TYPE OF RECRUITMENT</u> Internal and External

DESCRIPTION: The Third Judicial District is seeking an **Official Stenographic or Electronic Court Reporter**. This position is responsible for the verbatim recording and transcription of testimony of judicial proceedings, hearings, and conferences in compliance with all applicable statutes and court rules or as directed by the appointing authority. The appointing authority for this position will be a newly appointed Judge in Winona County. This appointment is expected to be made this summer.

RESPONSIBILITIES:

The responsibilities include, but are not limited to:

- Capture verbatim record of court proceedings.
- Read back testimony upon request.
- Prepare transcripts and court orders.
- Maintain accurate and complete files and records.
- Maintain awareness of Rules, Statutes, and policy changes/additions/deletions.
- Serve as confidential assistant and secretary to the appointing authority and judicial officers.
- Some travel may be required.

MINIMUM QUALIFICATIONS:

Stenographic:

- A high school diploma or the equivalent.
- Graduate of a court reporting school approved by the National Court Reporter Association (NCRA), and the Minnesota Supreme Court, and,
- A Registered Professional Reporter (RPR) designation from the NCRA or compliance with the Minnesota Supreme Court Order 81-876.

Electronic:

- A high school diploma or the equivalent, supplemented by course work in secretarial sciences or paralegal training and experience in a law or court office.
- Ability to successfully complete the Electronic Court Reporter certification exam as administered by the Minnesota State Supreme Court.

FULL SALARY RANGE: \$19.13 - \$30.28 hourly. State of Minnesota benefits package included.

APPLICATION DEADLINE: Open Until Filled. Review will begin immediately upon appointment of the new Judge.

TO APPLY: Application can be downloaded from www.mncourts.gov or obtain by calling 507-529-6139. Please submit completed application, resume, cover letter to:

Sara Daley
Third Judicial District
1210 ½ NW 7th Street, STE 220
Rochester, MN 55901

Please be sure to specify on the application which job you are applying for.

EOE Pos #00317760